**BEAUFORT COUNTY SHERIFF’S OFFICE**

**INEXPERIENCED TELECOMMUNICATOR**

**ESSENTIAL JOB FUNCTIONS**

INSTRUCTIONS: The following are “essential job functions” common to all inexperienced Telecommunicators in North Carolina, as determined by the N.C. Sheriff’s Education and Training Standards Commission. The successful applicant must be able to perform **ALL** of the essential job functions of an inexperienced, generally unassisted Telecommunicator, and at a pace and level of performance consistent with the actual job performance requirements.

Do you believe that, following completion of the Telecommunicator Certification Course, you will have the ability to perform the following functions, with or without a reasonable accommodation? (Initial “Y” = Yes, “N” = No, I can’t).

NOTE: A request for an accommodation will not, by itself, disqualify an applicant for employment as a Telecommunicator.

1. Dispatch public safety personnel and equipment. \_\_\_\_\_
2. Collect information to facilitate emergency response. \_\_\_\_\_
3. Maintain contact with public safety personnel. \_\_\_\_\_
4. Coordinate emergency response. ­­­­­\_\_\_\_\_
5. Use computers and computerized information. \_\_\_\_\_
6. Perform various duties to support effective dispatch functions. \_\_\_\_\_
7. Concentrate under stressful circumstances. \_\_\_\_\_
8. Speak clearly. \_\_\_\_\_
9. Operate a keyboard. \_\_\_\_\_
10. Read and comprehend direct and/or complicated information. \_\_\_\_\_
11. Follow/apply detailed written and/or oral instructions. \_\_\_\_\_
12. Operate without close supervision. \_\_\_\_\_
13. Perform multiple physical functions simultaneously. \_\_\_\_\_
14. Hear well and distinguish sounds. \_\_\_\_\_
15. Communicate with upset persons, children, minorities, etc. \_\_\_\_\_
16. Exercise good judgement. \_\_\_\_\_
17. Pay attention to detail. \_\_\_\_\_
18. Comprehend and apply training. \_\_\_\_\_
19. Write clearly. \_\_\_\_\_

It is a business necessity that Telecommunicators exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skills and integrity. A history of mental or physical disability may be grounds for denying an application, or these factors might be a consideration in the hiring process. Applicants posing substantial risk to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

**I hereby certify that the answers given on this Essential Job Function questionnaire are truthful.**

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**Applicant** **Date**